



**Office of the Chief Information Officer**

**U.S. Department of Justice  
Office of Justice Programs**

***Grants Management System  
Account Consolidation  
User Manual***

**Version 1**

**July 2007**

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## **Introduction**

In an ongoing effort to improve grant administration, the Office of Justice Programs and the Office on Violence Against Women have made improvements to the Grant Management System. This new functionality allows grantees with multiple awards to consolidate them underneath the same Username. In order to successfully complete this process, the grantee will have to log into both GMS and Grants.gov.

If you have any questions, please contact the GMS helpdesk at 1-888-549-9901, option 3.

# Consolidating User Accounts



Figure 1: Grants.Gov Home Page

The user account consolidation process requires the use of both Grants.Gov and the Grants Management System. This is due to the fact that certain information must be retrieved from Grants.Gov to ensure the correct award information is being consolidated.

The grantee will go to Grants.Gov by entering the following url into the browser's address bar: <http://www.Grants.Gov>.

On the Grants.Gov home page, the grantee will click on the **Track Your Application** link.



Figure 2: Track My Application Page

The system will display the Track My Application home page. The grantee will click on **Click here to login** to access Grants.Gov.

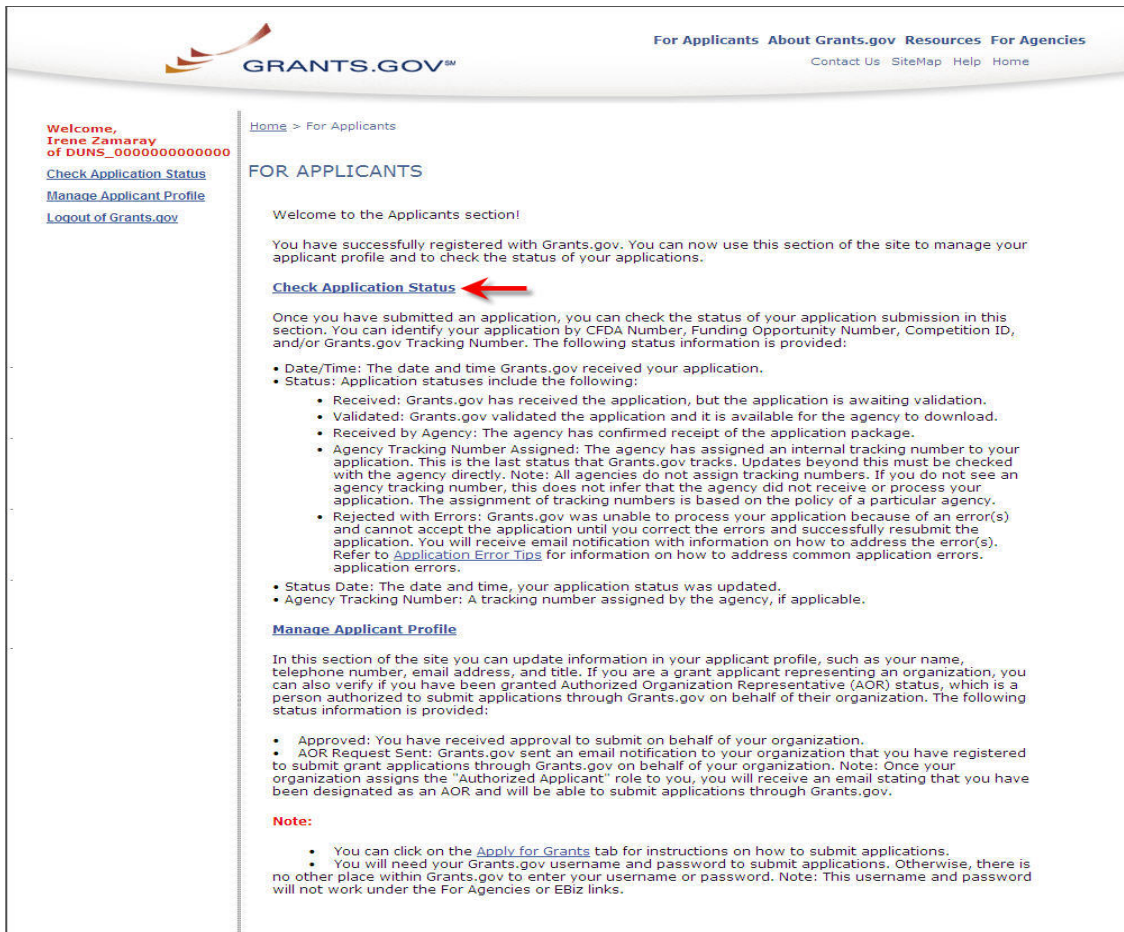


Figure 3: Applicant's Home Page

The system will display the Applicants home page. The grantee will click on the **Check Application Status** link.

Welcome,  
Irene Zamaray  
of DUNS\_000000000000

[Check Application Status](#)

[Manage Applicant Profile](#)

[Logout of Grants.gov](#)

[Home](#) > [For Applicants](#) > [Check Application Status](#)

### CHECK APPLICATION STATUS

CFDA	Opportunity Num.	Competition Id	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking #	Submission Name	Request Amount
	2006-NIJ-1160	IRENE	GRANT00067170	02-May-06 12:45:03 PM	Agency Tracking Number Assigned	11-May-06 07:13:48 AM	83038	Irene's test of NIJ 28_1	6000
	2006-NIJ-1160	IRENE	GRANT00066876	28-Apr-06 08:38:27 AM	Received by Agency	11-May-06 01:15:31 PM		Irene's test of NIJ 28_1	6000
	2006-NIJ-1160	IRENE	GRANT00066485	25-Apr-06 09:23:40 AM	Agency Tracking Number Assigned	25-Apr-06 09:46:12 AM	83009	irene's test of NIJ 2	6000
	2006-NIJ-1160	IRENE	GRANT00066515	25-Apr-06 11:02:51 AM	Agency Tracking Number Assigned	25-Apr-06 01:35:31 PM	83013	Irene's NIJ Test3	6000
	2006-NIJ-1160	IRENE	GRANT00066726	27-Apr-06 09:57:18 AM	Received by Agency	11-May-06 01:15:51 PM		Irene's test of NIJ 1	6000
	2006-NIJ-1160	IRENE	GRANT00066878	28-Apr-06 08:40:51 AM	Received by Agency	11-May-06 01:16:09 PM		Irene's test of NIJ 28_1	6000
	2006-NIJ-1160	IRENE	GRANT00066516	25-Apr-06 11:06:03 AM	Agency Tracking Number Assigned	25-Apr-06 11:44:19 AM	83014	Irene's test of NIJ 4	6000
	2006-NIJ-1160	IRENE	GRANT00066482	25-Apr-06 09:20:03 AM	Agency Tracking Number Assigned	25-Apr-06 09:47:40 AM	83010	Irene's NIJ Test1	6000

Figure 4: Check Application Status Page

The system will display a list of the applications that have been submitted by the grantee using this user account. The grantee will find the application that they want to consolidate and copy the Grants.Gov # and the Agency Tracking #. These are the two pieces of information the grantee **must** have to successfully consolidate accounts.



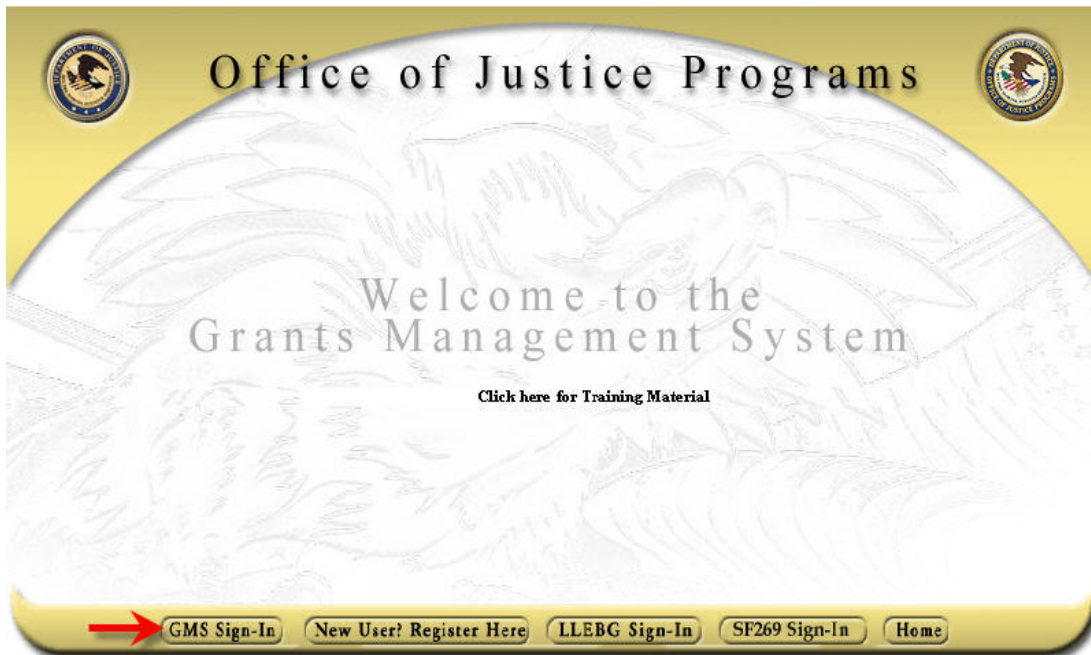




Figure 5: Grants Management System Home Page

The grantee will then go to the Office of Justice Programs' (OJP) Grants Management System (GMS) by entering <https://grants.ojp.usdoj.gov> into their browser's address bar. Once on this page, the grantee will click on the **GMS Sign-In** link to access the system.





Grant Management System



On December 15, 2006, OJP deployed enhancements to the Progress Report Module in the Grants Management System (GMS). Since the Progress Report Module release, the GMS Helpdesk has experienced a tremendous increase in calls. OJP apologizes for the delay in responding to these calls. OJP is taking the following steps to improve the situation:

1. We have increased the storage capacity on our voice mail system.
2. We have increased our helpdesk staff with call screeners and technicians who will assist in the responding to the backlog of calls.


Please be advised that you have three months to submit the required reports. Effective March 31, 2007, OJP and OVW will begin freezing your funds due to delinquent reporting. Once you submit a delinquent progress report and it is approved, funds will be made available for drawdown.

### Applicant Sign In

User ID:

Password:

Sign In





[First Time User?](#)[Forgotten your password?](#)

NOTICE TO USERS This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Justice, and law enforcement personnel, as well as authorized officials of other agencies. By using this system, the user consents to such interception, monitoring, recording, auditing, inspection, and disclosure at the discretion of authorized site or Department of Justice personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning. [Privacy, Security and Disclaimers](#)

Figure 6: Grants Management System Log In page

The system will display the Applicant Sign-In screen. The user will enter their assigned User ID & password into the provided fields. The user will then click on the **Sign In** button.

*If the user has trouble logging in information, then they should contact the GMS Help Desk at 1-888-549-9901 option 3.*


**Grant Management System Home**


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[Awards](#)  
[Funding Opportunities](#)  
[Grant Adjustments](#)  
[Closeouts](#)  
[Reports](#)  
[Profile](#)  
[Change Password](#)  
[Log Off](#)  
[Help/Frequently Asked Questions](#)

All programs you are currently participating in are listed below. To reduce the size of program listing, choose from the following criteria and press the **Refresh** button.

**Year**
**Solicitation**

All

All

Refresh

Office of Justice Programs has many other funding opportunities that you may be eligible for. To review these opportunities or to start a new application click on [Funding Opportunities](#).

Office of Justice Programs allows the consolidation of user accounts generated for Grants.gov applications. This will consolidate the user's contact and vendor information as well as the user's applications, award, grant adjustments, and progress reports under your current user profile. To begin consolidating accounts click on [Consolidate User Accounts](#).

**BJA FY 07 Solicited Awards**


Year	Application No.	Status	Correspondence	Action
2007	2007-F3564-MD-DD	<ul style="list-style-type: none"> <li>Application submitted and last updated on 07/02/2007</li> <li>Application is currently in progress</li> </ul>	No Messages <a href="#">Compose message</a>	<a href="#">View</a>

OMB Form 1123-0243, exp. 07/31/2007


Figure 7: Application Home Page

The system will display the Application Home page. This is a listing of all of the applications tied to this User ID.

To start the consolidation process, the grantee will click on the **Consolidate User Account** link.



Grant Management System



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### Consolidate User Accounts

Office of Justice Programs also allows the consolidation of user accounts generated for Grants.gov applications. This will consolidate the user's contact and vendor information as well as the user's applications, award, grant adjustments, and progress reports under your current user profile. Please enter in the Grants.gov Tracking Number and Agency Tracking number corresponding to the application submitted from Grants.gov for each user account you would like to consolidate. After selecting the Submit button you will be able to view the login id of user who currently has access to this application. Once the account has been consolidated, the user's login IDs will no longer be accessible.

Grants.gov Tracking Number	Agency Tracking Number
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>

Add Row



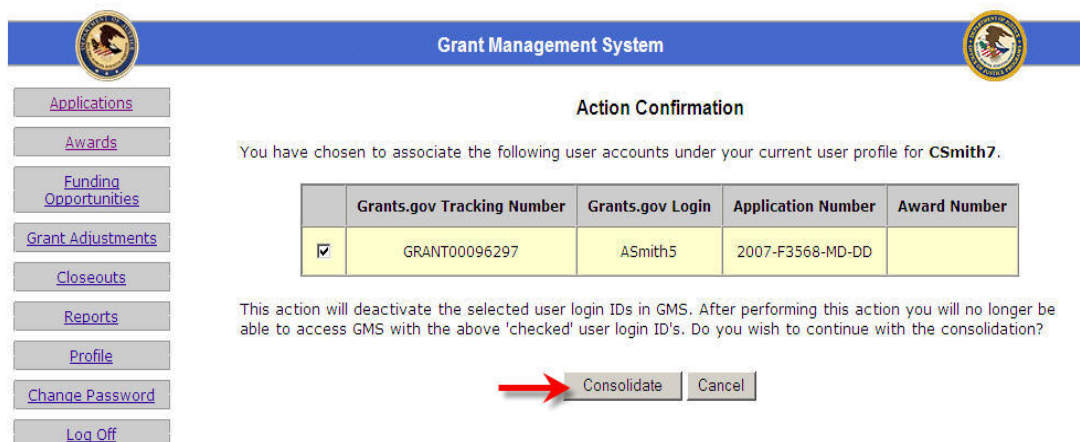
ContinueCancel

Figure 8: Consolidate User Accounts Screen

The system will display the Consolidate User Accounts Screen. This screen will allow the grantee to consolidate multiple Grants.Gov applications into a single GMS account.

The user will enter the Grants.Gov Tracking number and the Agency Tracking Number into the table. If the grantee needs more fields for addition applications, they can click on the **Add Row** button to add another line to the table.

Once the grantee has entered in the required information, they will click on the **Continue** button.



**Grant Management System**

**Action Confirmation**

You have chosen to associate the following user accounts under your current user profile for **CSmith7**.

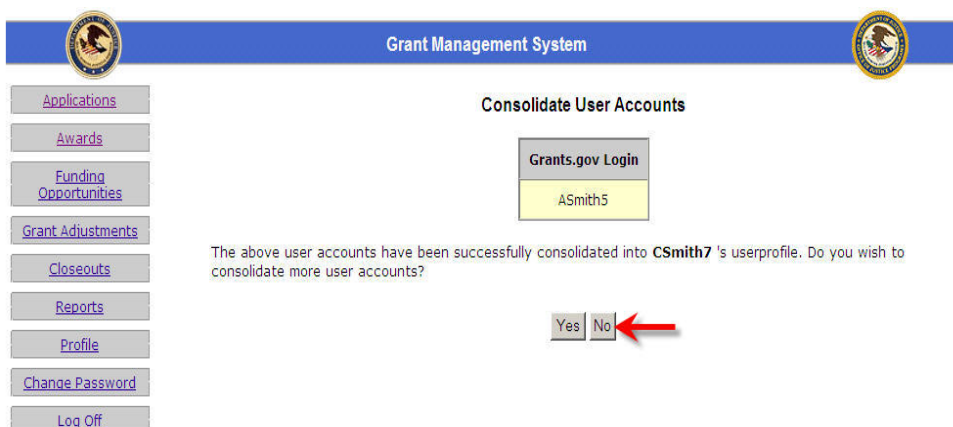
	Grants.gov Tracking Number	Grants.gov Login	Application Number	Award Number
<input checked="" type="checkbox"/>	GRANT00096297	ASmith5	2007-F3568-MD-DD	

This action will deactivate the selected user login IDs in GMS. After performing this action you will no longer be able to access GMS with the above 'checked' user login ID's. Do you wish to continue with the consolidation?

Figure 9: Action Confirmation Screen

The system will display an Action Confirmation screen that will list the tracking numbers for each of the applications being consolidated. The Grantee should double check to make sure that this information is accurate.

To complete the consolidation process, the user will click on the **Consolidate** button.



**Grant Management System**

**Consolidate User Accounts**



Grants.gov Login
ASmith5

The above user accounts have been successfully consolidated into **CSmith7**'s userprofile. Do you wish to consolidate more user accounts?

Figure 10: Successful Consolidation Screen

The system will inform the grantee that the user account has been successfully consolidated. The grantee will then decide if they want to consolidate additional accounts. If they click on the **Yes** button, they will be brought back to the Consolidate User Accounts screen and will follow this manual starting with page 10.

If the user does not want to consolidate any more applications, they will click on the **No** button.


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All ▼

**Solicitation**  

All ▼

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OMB Form 1123-0243, exp. 07/31/2007

Figure 11: Application Home Page

The user will be brought back to the Application Home page, where the consolidated application(s) will now appear.